Program Evaluation Questionnaire Instructions

*Special Notes***:**

- Your enter key will not work, you need to click on buttons.

- When you are in the standards you are on an approximate 15 minute timed basis. If it is taking more than 15 minutes to complete the questions in a standard and you have not saved, it will time you out and your answers will be deleted. Also, the program will not allow you to save a standard unless all questions are answered. Therefore, in the essay questions type "not completed" so the program will allow you to save and you may go back and edit them.

- After completing the questionnaire, you will be given the option to print your answers. Upon releasing your answers to us, you will no long be able to see your questionnaire.

To begin:

1. Go to our website: ***www.state.nd.us/cte/services/prog-eval***

2. *Preview Questionnaires* - to review questionnaires prior to logging into the system.

3. Click - *Program Evaluation Questionnaires* - Select your School/Institute

4. Select the questionnaire for your appropriate service area. Choose the one marked (new) after you have completed the initial information, your name will appear behind one of them. If you cannot complete the questionnaire, you will pick the one with your name instead of (new).

   The following screen will appear:

4. Complete information:

   Instructor's Name(s) - Programs with more than one instructor should complete only one questionnaire but list all instructors names.

   Administrator – Administrator's Name

   Password – You create a password that has up to 10 characters. You will need this password when reentering the questionnaire.

   Postsecondary Only – List your specialty area you serve (example-Ag/Turf Management)

5. *Save Changes* to save your information and continue -- *Cancel Changes* will delete all entered information

6. Once saved, this screen will appear:

7. At this time you would select the standard you want to complete and click *Complete Selected Standard*

8. Complete the questions in the standard and click *Save & Continue* to save your answers or *Cancel* to delete all your answers in that standard.

9. After you have completed all standards, this screen will appear:
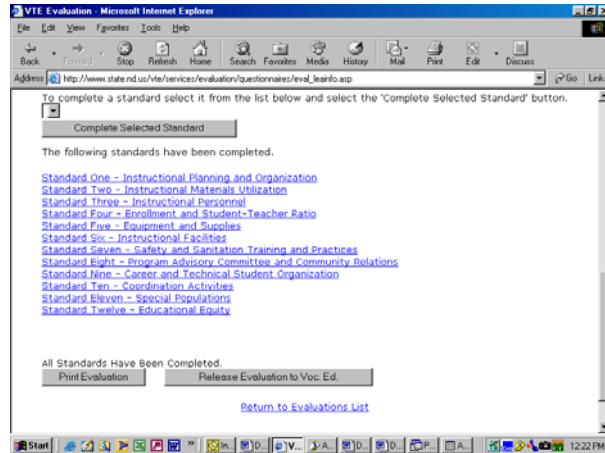

The screen will show a list of the standards that have been completed. You may edit any of your answers at this time.

10. At this point you may print your evaluation questions and answers by clicking *Print Evaluation*.

11. *Release Evaluation* will indicate that you are finished with your questionnaire. You will not be able to see your questionnaire after releasing it. Therefore, if you want a copy of your questions and answers, you will need to print them before releasing the information.

To re-enter your unfinished questionnaire

1. Go to our website: *www.state.nd.us/cte/services/prog-eval*

2. Click - *Program Evaluation Questionnaires* and select your school/institute.

3. Select the questionnaire for appropriate service area with your name listed.

    The following screen will appear:
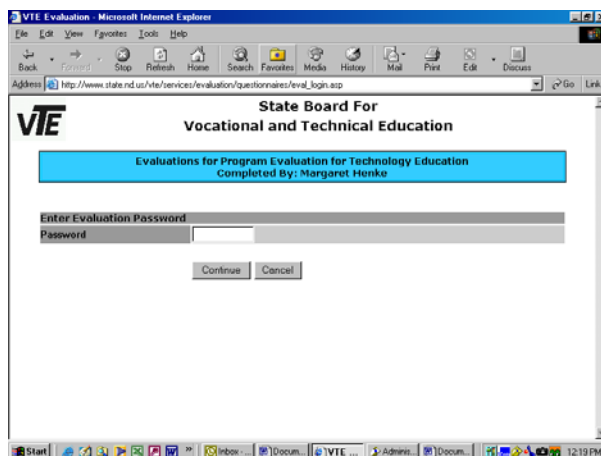
4. Enter the password that you created when initially logging into the questionnaires.

    Note: If you forget this password, call Lorie Ruff at (701)328-3192.

5. Continue completing questionnaire.